

VILLAGE OF BURR RIDGE COMMUNITY DEVELOPMENT DEPARTMENT

Application for Residential Building Permit Additions/Alterations

The following information is being provided by the Community Development Department concerning construction of an addition or alteration to a single family residence.

Architectural building plans should be prepared in conformance with the following codes:

- International Residential Code for One-and Two Family Dwellings (IRC), 2003 Edition
- Illinois State Plumbing Code (ISPC), Latest Edition as mandated by the State of Illinois
- International Plumbing Code (IPC), 2003 Edition
- NFPA 70, National Electric Code (NEC), 2002 Edition
- Miscellaneous Amendments to the above codes as set forth in Article VII, Section 701 in the Burr Ridge Building Ordinance #1002
- Village of Burr Ridge Zoning Ordinance

All plans should be signed, sealed and certified by the architect. Certification of plans shall conform to the requirements set forth in Section 242 of the Building Ordinance (see enclosure in packet).

Applying for a Building Permit

The following information should be provided when applying for a building permit:

- Building Permit Application with plan application fee.
- 4 Sets of Architectural Blueprints which are signed, sealed and certified by the architect. Site plan should indicate new or relocated air-conditioning units with landscape screening (site plan not required for interior alterations).
- An existing/as-built floor plan of the residence to determine maximum allowable square footage (not required for interior alterations).
- If plumbing work is included, a plumbing fixture count for the existing residence to determine whether an upgrade of the water service will be required.
- 2 copies of a Legal Plat of Survey which must indicate the square footage of the lot provided by the surveyor. The proposed addition should be shown on the survey with dimensions and distance from all property lines.(not required for interior alterations).
- Grading/Topography plan is not required with the initial submittal. If the Village Engineer determines that there is a significant impact on the grade of the property, a grading plan may required and erosion control measures will have to be provided as determined by the Engineer (not required for interior alterations).
- Approval by the Subdivision Homeowner's Association or the Association's Architectural Review Committee where applicable (not required for interior alterations).

July 12, 2004

Review Time

The initial plan review process will be completed within 10 working days. If the plans and related documents are not completed in full compliance with the applicable codes, resubmittal of the plans and review of said plans will be required. You should allow 7 working days for review of resubmitted plans.

Permit Fees

Plan Application Fee: See schedule of Building Permit Fees
Building Permit Fee: See schedule of Building Permit Fees
Reinspection Fees - \$100.00 per reinspection
Stop Work Order Removal Fee - \$200.00 per occurrence

Duration & Expiration of Building Permits - See regulations contained in packet

Extension of Building Permits – See regulations contained in packet

Permitted times for outside construction

Monday through Friday: 7 AM to 7 PM
Saturday and Sunday: 8 AM to 5 PM

Contractors License

The Village of Burr Ridge does not require contractors to be licensed.

Bond Requirements

A \$5,000.00 Cash Bond shall be paid at the time the building permit is issued (see bond requirements contained in packet).

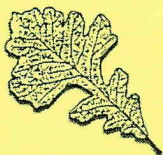
Changes to Approved Plans

If you decide to make any changes to the approved plans, 4 copies of revised plans must be submitted for approval **BEFORE** the work is done. You should allow 7 working days for review.

Inspections – a list of required inspections will be provided at the time the permit is issued.

For further information, please refer to the Village of Burr Ridge Building Ordinance #860 or direct questions to a Community Development Staff Member.

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VILLAGE OF BURR RIDGE
APPLICATION FOR BUILDING PERMIT

BP# _____

APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:

☐

New Single-Family Residence
\$400 Fee Deposit Required

☐

New Non-Residential Building
\$650 Fee Deposit Required

☐

Addition/Alteration to Single-Family Residence
\$200 Fee Deposit Required

☐

Addition/Alteration to Non-Residential Building
\$650 Fee Deposit Required

☐

Miscellaneous/Other (Please Describe)

Additional Fees Will Be Due Prior to Issuance of the Permit.

Deposit Received: \$
(for Office Use, Only)

Address of Property: _____ PIN # _____

Subdivision: _____ Lot # _____ Township: Lyons / Downers Grove
(circle one)

AN ACCURATE PLAT OF SURVEY MUST BE INCLUDED WITH ALL PERMIT APPLICATIONS

PERMIT APPLICANT: _____ PHONE: _____ FAX: _____

APPLICANT'S ADDRESS: _____ CITY: _____ ZIP: _____

The permit applicant may be the general contractor, property owner, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Burr Ridge during the plan review and construction process will be directed to the permit applicant, only.

PROPERTY OWNER: _____ PHONE: _____ FAX: _____

OWNER'S ADDRESS: _____ CITY: _____ ZIP: _____

ARCHITECT: _____ PHONE: _____ FAX: _____

ARCHITECT'S ADDRESS: _____ CITY: _____ ZIP: _____

GENERAL CONTRACTOR: _____ PHONE: _____ FAX: _____

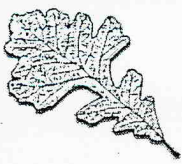
CONTRACTOR'S ADDRESS _____ CITY: _____ ZIP: _____

For permit applications related to single-family residences, please allow 10 business days for plan review. For non-residential applications, please allow 12 business days for plan review. You will be contacted immediately upon completion of the plan review. If plans and related documents are not completed in full compliance with the applicable codes of the Village of Burr Ridge, resubmittal of plans and review of said plans by the Village of Burr Ridge will be required and will delay issuance of the permit.

The above information and the attached Plat of Survey are true and accurate to the best of my knowledge.

Signature of Applicant

Date of Submittal



Building Permit Fees

Ordinance 860

Application Fee for Certain New Construction, Additions, and Alterations

The following application fee, which will be credited to the final building permit fee, but which will in all cases be the minimum fee, shall be paid at the time plans for the following types of construction are submitted for review:

New single family residence	\$400.00
Single-family residential addition or alteration	\$200.00
New non-single-family residential building	\$650.00
New non-single-family residential building addition or alteration	\$650.00

Landscaping Plan Review Fee

Non-Single-Family Residential

In addition to all other fees herein, the following plan review fees shall be required in connection with the construction of any building in a Business District, Transitional District, Office District or Manufacturing District.

Building lots of 3.5 acres or less	\$75.00
Building lots greater than 3.5 acres through 6 acres	\$125.00
Building lots exceeding 6 acres	\$250.00
Any direct expenses incurred by the Building Commissioner that exceed the landscaping plan review fee shall be paid in full by the permit applicant.	

Single-Family Residential

In addition to all other fees herein, the following plan review fees shall be required in connection with the construction of any single-family residence on a wooded lot.

Partially Wooded Lot	\$250.00
Heavily Wooded Lot	\$450.00
The Building Commissioner shall determine whether a lot is partially wooded or heavily wooded.	

Single-Family Residential Building Permit Fees

No building permit for the construction of a new single-family residence or for an addition or alteration to a single-family residence shall be issued until a building permit fee is paid in accordance with the fee schedule attached hereto as Table 250.3.

Non-Single-Family Residential Building Permit Fees

No building permit for the construction of a new non-single-family residential building or for an addition or alteration to a non-single-family residential building shall be issued until a building permit fee is paid in accordance with the fee schedule attached hereto as Table 250.4 and as described below.

Non-Single-Family Residential Plan Review Fee

The plan review fee for a new non-single-family residential building, building addition, or building alteration shall be paid after the first plan review is completed and the Building Commissioner has determined the area of the building as per Table 250.4.1. Re-submitted plans will not be accepted until the plan review fee is paid.

Non-Single-Family Residential Inspection Fee

The inspection fee for a new non-single-family residential building, building addition, or building alteration shall be paid prior to issuance of the permit.

Non-Single-Family Residential Permit Fee

The permit fee for a new non-single-family residential building, building addition, or building alteration shall be equal to the combined plan review and inspection fees (minus the application fee) and shall be paid in full prior to issuance of the permit.

Engineering Permit Fees

No building permit for any of the following work shall be issued until an engineering permit fee is paid in accordance with the following fee schedule.

New Single-Family Residence	\$350.00
Non-Residential Parking Lot, New or Expansion	\$350.00
New Non-Residential Building on lot less than 1 acre	\$700.00
New Non-Residential Building on lot of 1 to 4.9 acres	\$750.00
New Non-Residential Building on lot of 5 to 9.9 acres	\$800.00
New Non-Residential Building on lot of 10 acres or more	\$850.00
Any grading of property related or unrelated to work on a building determined by the Village Engineer to have a significant impact on drainage	\$100.00
Additional Stormwater Permit Fee As Set Forth in Appendix A, Schedule A of the Burr Ridge Municipal Code.	

Building Permit Fees for Other Permits

No building permit for the construction of any building, structure or for the performance of any work described in Section 220 of the Building Ordinance shall be issued until a building permit fee is paid in accordance with the following fee schedule.

Single-Family Residential Building Demolition	\$50.00
Single-Family Residential Electrical Service Upgrade	\$50.00
Single-Family Residential Electrical Work	\$50.00
Single-Family Residential Plumbing Work	\$50.00
Single-Family Residential Mechanical Work	\$50.00
Single-Family Residential Accessory Buildings	\$50.00
Single-Family Residential Decks	\$50.00
Single-Family Residential Fences	\$50.00
Single-Family Residential Elevator or Escalator Installation	\$75.00
Single-Family Residential Pools	\$100.00
Non-Single-Family Residential Electrical Service Upgrade	\$150.00
Non-Single-Family Residential Electrical Work	\$150.00
Non-Single-Family Residential Plumbing Work	\$150.00
Non-Single-Family Residential Mechanical Work	\$150.00
Non-Single-Family Residential Elevator or Escalator Installation	\$150.00
Non-Single-Family Residential Storage Tank Installation	\$150.00
Non-Single-Family Residential Building Demolition	\$150.00
Non-Single-Family Residential Parking Lot, New or Expansion	\$150.00
Based on established fees for comparable work, the Building Commissioner shall determine the appropriate permit fee for any work to be permitted which is not specifically listed herein. Under any circumstance, the minimum fee for single-family residential permits shall be \$50 and for non-single-family residential permits the minimum fee shall be \$150.	
The fees set forth above are not charged when such work is in connection with construction of a new building, building addition or building alteration.	

Other Fees

In addition to the application and permit fees described in Section 250 of the Building Ordinance, any building, building addition, building alteration or work performed under the authority of a building permit issued by the Village of Burr Ridge shall be subject to the following fees.

Re-inspection as per Section 269.16.1	\$100.00
Removal of Stop Work Order as per Section 404 herein	\$200.00
Code of Conduct Sign and Permit Sign	\$50.00
Temporary Building Certificate of Occupancy (Non-Residential)	\$100.00
Reimbursement of all expenses incurred by the Building Commissioner as a result of any additional reviews, inspections, or studies required beyond the typical plan reviews and inspections outlined herein.	

VILLAGE OF BURR RIDGE BUILDING ORDINANCE

Table 250.3

Permits for New Single-Family Residences							
Not Exceeding	2,000	square feet	=	\$1.30	per square foot		
From 2,001 to 3,000		square feet	=	\$2,600 plus \$1.10	for each square foot over	2,000	
From 3,001 to 4,000		square feet	=	\$3,700 plus \$1.00	for each square foot over	3,000	
From 4,001 to 6,000		square feet	=	\$4,700 plus \$0.90	for each square foot over	4,000	
From 6,001 to 8,000		square feet	=	\$6,500 plus \$0.80	for each square foot over	6,000	
From 8,001	square feet plus		=	\$8,100 plus \$0.70	for each square foot over	8,000	

Permits for Single-Family Residential Additions and Alterations							
Not Exceeding	500	square feet	=	\$1.30	per square foot		
From 501 to 750		square feet	=	\$650 plus \$1.20	for each square foot over	500	
From 751 to 1,000		square feet	=	\$950 plus \$1.10	for each square foot over	750	
From 1,001 to 2,000		square feet	=	\$1,225 plus \$0.90	for each square foot over	1,000	
From 2,001 to 3,000		square feet	=	\$2,125 plus \$0.80	for each square foot over	2,000	
From 3,001	square feet plus		=	\$2,925 plus \$0.70	for each square foot over	3,000	

Village of Burr Ridge Building Ordinance No. 860
Table 250.4

Table 250.4.1 Plan Review Fee (Revised Ord. A-860-05-03)

Cubic Feet	Building Plan Review	Plumbing Plan Review	Mechanical Plan Review	Electrical Plan Review
1 to 60,000	\$522	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5
60,001 to 80,000	\$642	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5
80,001 to 100,000	\$822	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5
100,001 to 150,000	\$939	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5
150,001 to 200,000	\$1,067	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5
200,001 plus	\$1,257 + \$12 per 10,000 cu. Ft.	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5
<i>Plan Review Fees are cumulative. For example, the plan review fee for an 80,000 cubic foot building with plumbing, mechanical and electrical is \$1,284 as follows:</i>				
80,000 Cubic Feet	\$642	\$160.50	\$160.50	\$321

Table 250.4.2 Inspection Fee

Building	Plumbing	Mechanical	Electrical	Elevators	Special Systems
\$0.21 per square foot	\$0.06 per square foot	\$0.06 per square foot	\$0.06 per square foot	\$375 per elevator unit	\$188 per hour
<i>Inspection fees are cumulative. For example, the inspection fee for a 10,000 square foot building with plumbing, mechanical and electrical is \$6,900 as follows:</i>					
\$2,100	\$1,600	\$1,600	\$1,600		

**Architect, Structural Engineer, or Licensed Design
Professional Must Certify that Plans and Specifications
Comply with the Building Ordinance By Signing and Sealing**

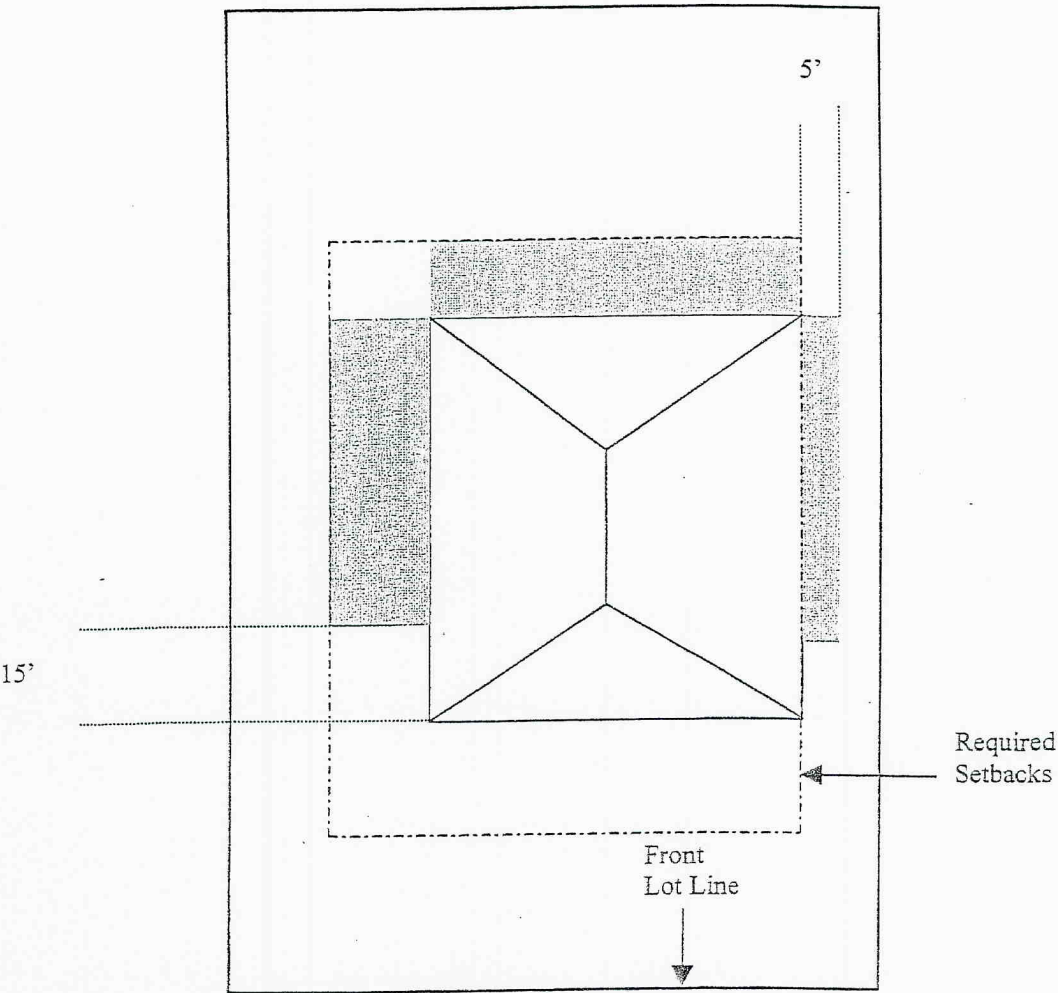
It shall be unlawful for any architect, structural engineer, or any other licensed design professional to prepare or submit to the Building Commissioner for his approval any final plans for any building or structure which do not comply with all of the provisions of this Building Ordinance and all other applicable laws and ordinances specifically including but not limited to the Burr Ridge Zoning Ordinance. Any plans submitted under this Ordinance shall bear the signature and seal of the architect, structural engineer, or other licensed design professional who prepared the plans and specifications. A seal will not be required where the Building Commissioner determines the work to be non-structural or minor in nature.

Every licensed architect or structural engineer shall have a reproducible seal, or facsimile, the print of which shall contain the name of the architect or structural engineer, the license number, and the words "Licensed Architect," or "Structural Engineer," "State of Illinois." The licensed architect or structural engineer shall affix the signature, current date, date of license expiration, and seal to the first sheet of any bound set or loose sheets of technical submissions utilized as contract documents between the parties to the contract or prepared for the review and approval of any governmental or public authority having jurisdiction by that licensed architect or structural engineer or under that licensed architect's or structural engineer's responsible control. The sheet of technical submissions in which the seal is affixed shall indicate those documents or parts thereof for which the seal shall apply. The seal and dates may be electronically affixed. The signature must be in the original handwriting of the licensee. Signatures generated by computer shall not be permitted. All technical submissions issued by any corporation, partnership, professional service corporation, or professional design firm as registered under this Act shall contain the corporate or assumed business name and design firm registration number, in addition to any other seal requirements as set forth by the Illinois Department of Professional Regulation.

Anyone falsely making any such certification shall be subject to the penalty provided in Section 501 (Article V) of this Ordinance and to such further penalties as may be provided or allowed by law.

APPENDIX X

LOCATION OF AIR CONDITIONING CONDENSING UNITS



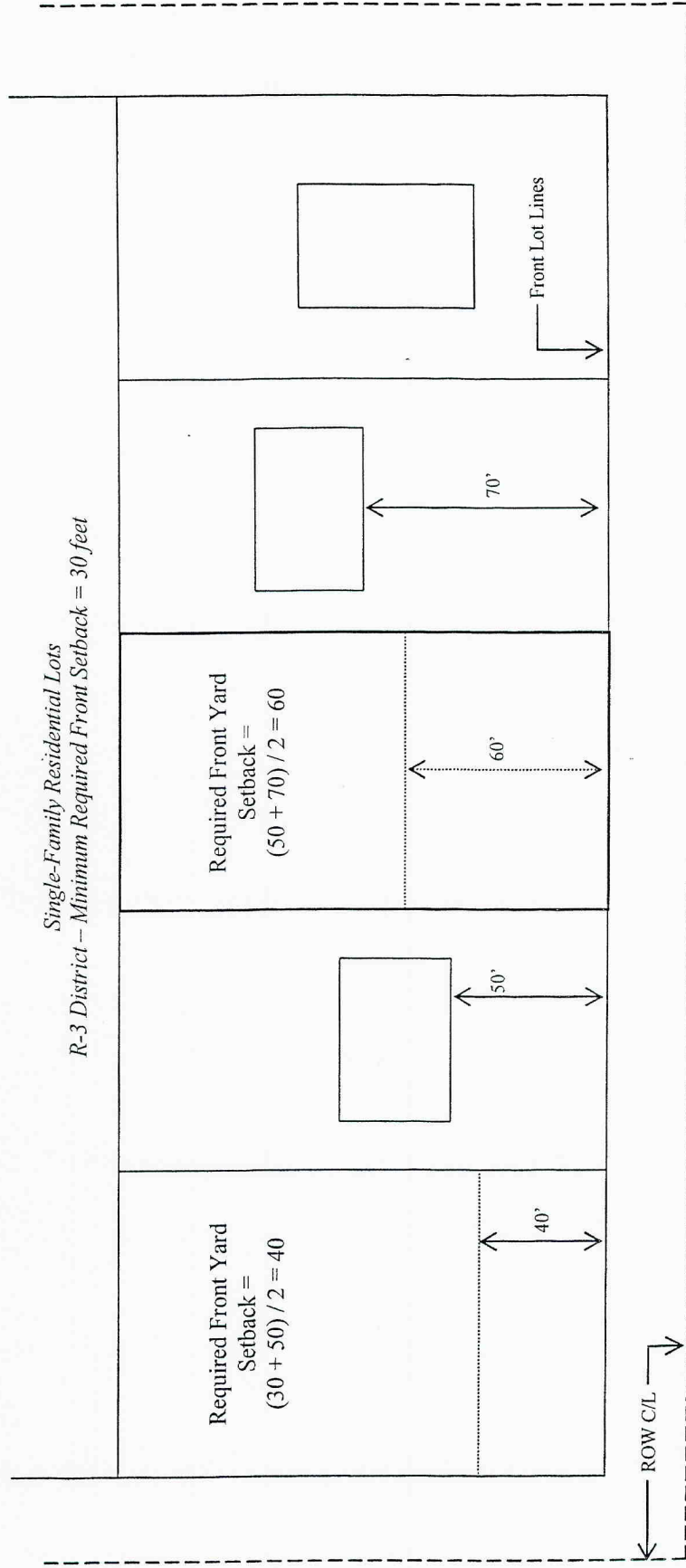
Air conditioning equipment and shelters may be located within the buildable area between the principal building and the rear, interior side, or corner side lot line and may also project into the required interior side yard and rear yard setbacks if said equipment or shelter is located not less than 5 feet from the side or rear wall of the principal building. However, under no circumstance may such units be located within 15 feet of the façade of the principal building facing the front lot line nor shall any such units encroach into a required side or rear setback by more than 5 feet. All air conditioning units and shelters must be adequately screened with year-round landscaping material.

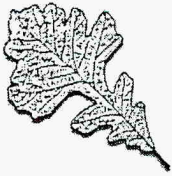
Verification of Compliance with Front Yard Setback Requirements

Below is an example of the application of Section IV.G.5 of the Burr Ridge Zoning Ordinance. This section of the Ordinance states that: Along streets that are not designated as thoroughfares on the Comprehensive Plan and Official Map of the Village of Burr Ridge, where 40 percent or more of the lots along the same side of the street in the same block have front yard setback lines established by existing principal buildings, the setback line for each remaining lot shall be not less than the average existing setback of the nearest two adjacent buildings. If only one adjacent building exists, the front yard setback shall be not less than the average of the setback of such building and the setback otherwise required by the applicable district requirements.

All permits for new single-family homes or for additions to the front or side of an existing single-family home must provide documentation indicating compliance with Section IV.G.5. Documentation may be provided via:

- (1) A Plat of Survey, certified by an Illinois Registered Land Surveyor, indicating the minimum front setback on each adjacent lot;
- (2) Submittal of Plats of Surveys, each certified by an Illinois Registered Land Surveyor, of each adjacent lot; or
- (3) A letter certified by an Illinois Registered Land Surveyor, stating the minimum front setbacks of homes on adjacent lots.





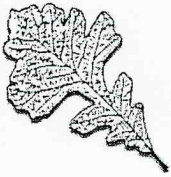
VILLAGE OF BURR RIDGE COMMUNITY DEVELOPMENT DEPARTMENT

DURATION & EXPIRATION OF BUILDING PERMITS

(Section 222 of the Burr Ridge Building Ordinance No. 860)

The following information is being provided by the Community Development Department to inform you of specific regulations set forth in the Building Ordinance concerning the duration of building permits.

- **Failure to Pay Permit Fee:** Any building permit approved under which the building permit fee has not been paid in full within three (3) months from the date of approval, shall expire automatically by date of approval of the Building Commissioner; and the fees paid therefor, if any, shall be forfeited to the Village.
- **Failure to Begin Construction:** Any building permit issued under which no substantial progress shall have been made within six (6) months from the date of issuance thereof, shall expire automatically by limitation and may not be extended or renewed without the written approval of the Building Commissioner; and unless such permit is surrendered to the Village Clerk within two (2) months after its expiration for such cause the fees paid therefor shall be forfeited to the Village. However, under any circumstances the Plan Exam fee will not be returned.
- **Failure to Maintain Progress:** A building project shall be considered abandoned if no substantial progress has been made for a period of six (6) months, or more. A building, structure or part thereof so abandoned shall be declared a public nuisance by the Building Commissioner and the Board of Trustees and shall be dealt with accordingly. Substantial progress shall be defined as the amount of work a journey tradesperson can perform in one week.
- **Failure to Complete Exterior in One Year:** A building permit for a single-family residence, single-family residential room addition, or a building or structure accessory to a single-family residence **shall expire automatically if all exterior work is not completed within one year from the date of the first scheduled footing inspection or within one year from the issuance of a permit if there is no footing inspection.** Exterior work shall include but not be limited to the following:
 - The exterior façade, including but not limited to doors, windows, and siding, the roof of the building, paving of driveway(s), final grading, and required landscaping;
 - Removal from the exterior of the property of all construction fencing and unneeded appurtenances including building materials, construction trailers and equipment, and construction fencing. Dumpsters and portable sanitation facilities may remain on the site as may be needed but shall be moved to a hardsurfaced area or inside a garage whenever possible.



VILLAGE OF BURR RIDGE COMMUNITY DEVELOPMENT DEPARTMENT

EXTENSION OF BUILDING PERMITS

(Section 222 of the Burr Ridge Building Ordinance No. 860)

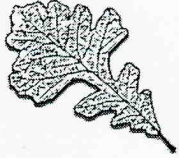
The following information is being provided by the Community Development Department to inform you of specific regulations set forth in the Building Ordinance concerning the extension of building permits.

- The Building Commissioner may grant up to four, 90-day extensions upon written request by the permit applicant and payment of an extension fee as follows:

First 90 Day Extension	Site Improvements Only	25% of Permit Fee
First 90 Day Extension	Building with or without Site Improvements	50% of Permit Fee
Second 90 Day Extension	Site Improvements Only	25% of Permit Fee
Second 90 Day Extension	Building with or without Site Improvements	50% of Permit Fee
Third 90 Day Extension	Site Improvements or Building	50% of Permit Fee
Fourth 90 Day Extension	Site Improvements or Building	50% of Permit Fee

Site improvements include walks, drives, grading, ground cover and removal of silt fencing, dumpsters, and other outside construction appurtenances.

- Completion of landscaping and driveways may be extended without further action when the deadline for completion falls between October 16 and March 31.



VILLAGE OF BURR RIDGE NOTICE REGARDING REQUIRED INSPECTIONS

The following inspections are required for residential construction. Inspections must be requested prior to 3 PM for next day inspections. To schedule inspections, please call Cindy Haywood, Building & Zoning Assistant, at (630) 654-8181, ext. 604. **Re-inspections require a \$100 fee paid to the Village prior to scheduling any re-inspection.**

Contact JULIE 1-800-892-0123 (Joint Utility Locating Information for Excavators) before any digging on the property begins.

Site Preparation – An inspection to ensure the adequate provision of all required soil erosion control and tree protection prior to grading, footing excavation, or any other work on the property.

Footing Excavation - An inspection is required before concrete is poured and after excavation and forming have been completed.

Foundation Forms – An inspection is required after the foundation wall forms are set and before concrete is poured. **(3 copies of a foundation survey must be submitted and approved prior to foundation wall inspection – allow 3 working days for approval).**

Foundation Wall - An inspection is required before backfilling and after footing daintile has been placed and dampproofing completed.

Appropriate Sewer and Water Inspections – Water and Sewer tap-on inspections are made by the Public Works Department and also require 24 hour notice. However, the Village of Burr Ridge Public Works Department makes **ALL** water tap-on inspections and only sewer tap-on inspections in the Burr Ridge Sanitary District. Those areas, which are in the Hinsdale Sanitary District or DuPage County District, require their own sewer tap-on inspections **(it is your responsibility to contact them)**.

Driveway – After placing of forms or otherwise establishing the border of a driveway and prior to installation of asphalt, concrete pavers, or other hard-surface material, an inspection is required to ensure that the driveway complies with the approved site plan, maximum and minimum width requirements, and setback requirements. Placement of driveway forms and the driveway inspection can be conducted at any time during the construction process.

Electric Service - An inspection is required after electric panel, meter enclosure, and temporary grounds have been installed.

Underground Plumbing - An inspection is required before concrete is poured in a basement or floor slab and after underground plumbing work has been completed.

Rough Framing - An inspection is required before any insulation and vapor barrier is installed and after the rough framing, rough plumbing and rough electrical work are completed.

Fireplace Inspection - An inspection is required for all masonry and pre-fab fireplaces. This inspection shall be scheduled at the same time as the rough framing inspection.

Rough Plumbing - An inspection is required before any insulation and vapor barrier is installed and after the rough plumbing work is complete.

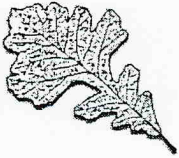
Rough Electric - An inspection is required before any insulation and vapor barrier is installed or any underground electrical work is covered by concrete and after the rough electrical work is complete.

Insulation and Vapor Barrier - An inspection is required before any interior wall finish is applied and after the insulation and vapor barrier are installed.

Septic System – If a private sanitary sewer system has been approved by the Village of Burr Ridge Board of Trustees as required by the Zoning Ordinance, an inspection is required before any backfilling and after the septic tank and seepage system has been installed.

Final – Final inspection is required before issuance of a Building Certificate of Occupancy for a structure. A final inspection must be scheduled a minimum of two days before the certificate of occupancy will be issued. The final inspection shall ensure that the building and site comply with all Village codes and regulations including but not limited to the building codes, Zoning Ordinance, and engineering requirements. The final inspection shall include inspections for the following: building, mechanical, electrical and plumbing.

Appropriate Fire Department Inspections –Multi-family



Cash Performance Bond & Landscape Bond

Cash Performance Bond

- Prior to issuance of any building permit for any new structure or building or for those permits for structural additions or alterations which, in the opinion of the Building Commissioner, involve a significant cost or affect drainage patterns, the applicant shall deposit with the Village a performance guarantee in the form of a cash bond in the amount of \$5,000.00.
- The performance bond shall be for the purpose of insuring against damage to property of the Village by the general contractor or any sub-contractor or employee that may perform work under the building permit and to assure compliance with the building code requirements (for further explanation see Section 250.7 of the Burr Ridge Building Ordinance)

Refunding of Bond

- **New Construction:** Final inspection of the structure must be complete. Two copies of an as-built (final) topographical survey shall be submitted and approved by the Village Engineer. A site inspection by the Village Engineer/Public Works Department will also be performed (see attached list of items). Once the inspections are completed and approved, the bond release will be authorized by the Community Development Director.
- **Additions/Alterations:** Final inspection of the structure must be complete. A site inspection by the Village Engineer/Public Works Department may be necessary depending on the extent of the work (see attached list of items).

The Code of Conduct Sign shall be returned to the Village.

Landscape Bond

- If landscaping (ground cover) of the site cannot be completed prior to receiving a Certificate of Occupancy, an additional cash bond shall be deposited with the Village in the amount of \$2,500.00.
- Final grading must be approved by the Village prior to landscaping.
- A landscape bond shall be deposited to insure that landscaping is completed within 45 days of a Certificate of Occupancy being issued between April 15 and October 15 or by the forthcoming May 15 for Certificates of Occupancy issued between October 16 and April 14.

Refunding of Bond

- Once landscaping is complete, the permittee shall call for a site inspection (see attached list of items) to be completed by the Village Engineer/Public Works Department. Once the inspection is completed and approved, the bond release will be authorized by the Community Development Director.

Please call 630-654-8181, extension 604 to schedule all inspections

You must allow approximately 4 weeks to receive the bond refund. All Cash Performance and Landscape Bonds are released to the person(s) who originally deposited said bond.

BOND RELEASE INSPECTION REPORT

Name _____ Inspection Date _____ Bond Type _____
Site Address _____ Permit # _____ \$ _____
✓ If to be
Corrected Item

- ☐ 1. Right-of-way must be restored to original or better condition with established vegetation.

- ☐ 2. B-Box must be exposed at sod level and operable. If B-Box is in hard surface, (i.e., driveway, sidewalk) it must be in a sleeve, which must be at least 6" deep.

- ☐ 3. Hydrant auxiliary valve must be exposed at sod level and operable.

- ☐ 4. Water, sanitary and storm sewer manholes must be exposed at sod level.

- ☐ 5. Fire hydrants, street signs, lightposts, or any other municipal or utility structure cannot be damaged.

- ☐ 6. Right-of-way trees cannot be removed or damaged.

- ☐ 7. Curbs and roadway (sidewalks and hard surface pathways) cannot be damaged.

- ☐ 8. Any overland stormwater flow routes must be maintained free from obstruction.

- ☐ 9. Visibility at intersections cannot be obstructed.

- ☐ 10. Storm sewer inlets must be exposed and free of debris and structures must be clean.

- ☐ 11. No damage or dumping on surrounding properties.

- ☐ 12. Any landscaping on Village easement and **air conditioner screening** must be acceptable.

- ☐ 13. 18" clearance from nozzle to ground must be maintained on fire hydrants.

- ☐ 14. Brick mailboxes are not permitted per Ordinance #765. Mailboxes must be installed so front of box (not post) is 8"-12" back of the curb per postal regulations.

- ☐ 15. Sump pump and/or gutter drain discharge must terminate 10 feet from the property line per Section 308 of the Village of Burr Ridge Building Ordinance.

- ☐ 16. Other: _____

Inspected By _____ Inspection # _____ Landscaped (Y) (N)